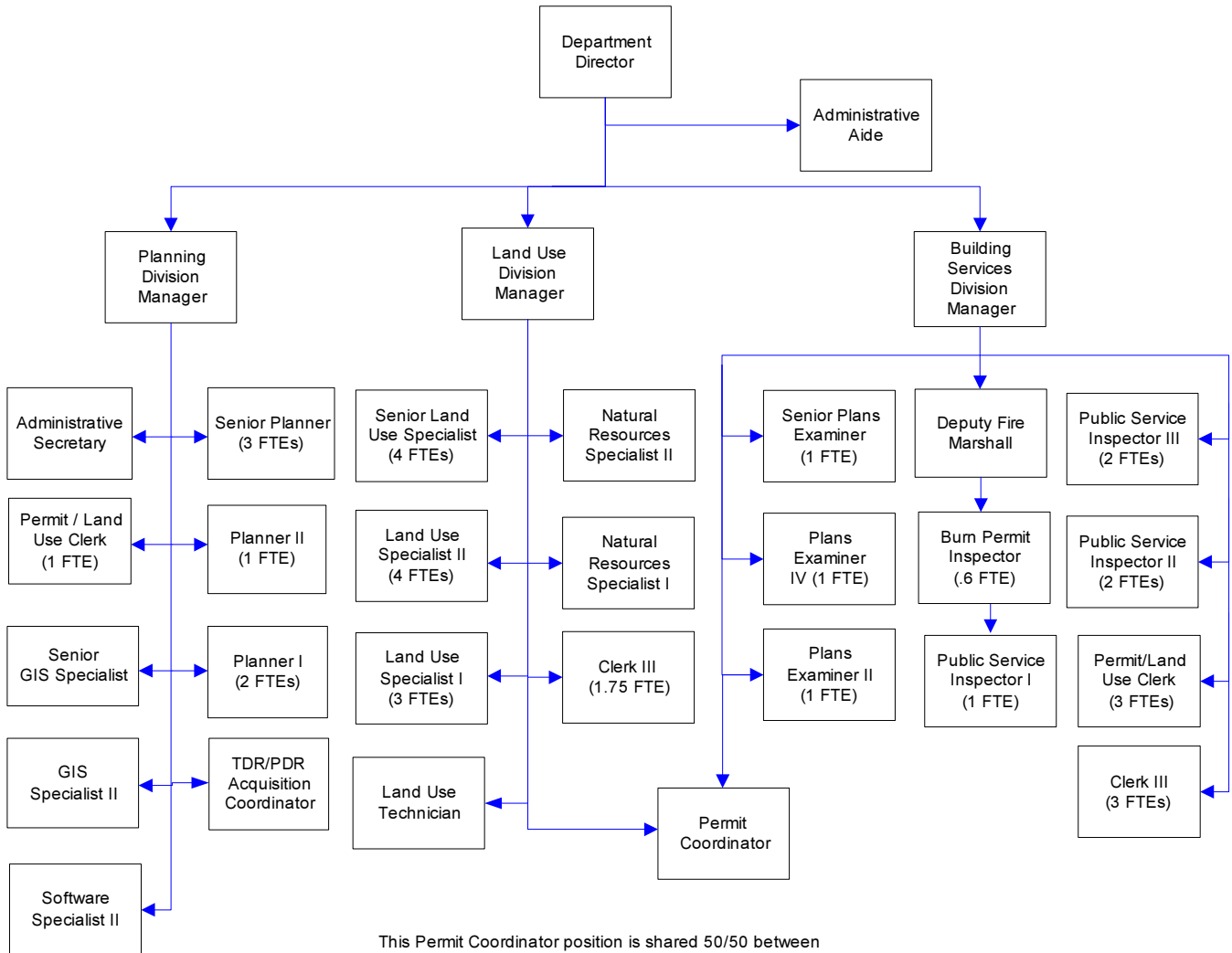


Planning & Development Services



Mission & Objectives

Mission

Administration

Provide excellent customer service while administering laws, codes and policies that promote better building construction and greater safety for community.

Maintain or improve current levels of service to Whatcom County customers/clients and community groups.

Manage our technology dollars to the benefit of our customers through improved Geographic Information Systems collaboration, through ongoing refinement of the Whatcom County Permit Plan System and through county-wide coordination and data sharing efforts.

Support and partner with the Economic Development Council/Port of Bellingham/ Greater Whatcom Chamber of Commerce in their efforts to implement the Community Economic Development Strategy (CEDS).

Focus on public outreach and education prior to the 2004 Comprehensive Plan Updates.

Focus on Natural Resource Management efforts including: (1) Greater focus on increased habitat; (2) Begin a systems look at water quality management/WRIA implementation; (3) Increased efforts to work with willing property owners to conserve key lands; (4) Active coordination of county efforts with the actions of community groups, organizations and business groups.

Building Services

Provide excellent customer service while administering laws, codes and policies that promote better building construction and greater safety for our community.

Land Use

Assist the public and other agencies in the implementation of the Comprehensive Plan, county policies, subdivision, shoreline and environmental zoning codes, and natural resource protection in conjunction with federal, state and county regulations as they pertain to the development review process and as they relate to the physical and economic health of our county.

Planning

Enhance and protect the quality of life and comply with state and federal mandates by preparing land use, transportation and facility plans, policies and regulations to guide and regulate land development within Whatcom County. Provide information and assistance to advisory boards, legislative bodies and the County Executive regarding land use, natural resources and economic development issues.

Objectives

Administration

- Seek greater public input from the Whatcom County community. Create more opportunities to interact directly with the community through sub area planning efforts, participation in local community events and attendance at community forums. Learn from the past, offer visions and choices for the future, and recommend policies and actions which promote and achieve the following:
 - Involve citizens in land use planning at the sub area level.
 - Involve citizens in transportation planning through the six year transportation plan.

Objectives continued

- Involve citizens and businesses in commute trip reduction (CTR) efforts.
- Involve citizens, businesses, and institutions in economic development planning.
- Seek to create dialogue with the community with regards to emerging trends.
- Provide accurate and timely service to the public using available resources by:
 - Ensuring all facets of the permit process are responsive to individual needs.
 - Maintaining a customer service focus by shifting employees to “service” our permit needs during peak periods of the construction and permitting seasons.
- Involve citizens in county decisions by:
 - Creating a sustained effort at providing public information to sub areas of the county.
 - Developing a higher standard of public outreach for all county/capital expenditure programs such as the annual update of the six year transportation plan by including the planning commission as a public information point of contact prior to the County Council Hearing.
 - Developing an annual Report to the Planning Commission on development trends in the county.
- Maintain and improve upon the high levels of customer service by:
 - Developing annual training on customer service.
 - Developing measures to ascertain customer satisfaction.
- Ensure compliance with federal and state laws including:
 - Growth Management Act (GMA) RCW 36.70A.
 - Shoreline Management Act (SMA) RCW 90.58.
 - Whatcom County’s policies and regulations.
 - Compliance with the state mandated 2002 (5 year cycles) updates to the above mentioned laws.
- Provide for greater harmony between the natural, built and human environments by:
 - Encouraging a high level of interdepartmental cooperation.
 - Encouraging ongoing dialogue between Whatcom County’s cities and the county.
 - Coordination of natural resource based issues consistent with the county’s Comprehensive Plan.
 - Promote adequate parks, open spaces, recreation and cultural resources.
 - Implement the Whatcom County Comprehensive Plan Open Space Planning Goals and Objectives through PDR/TDR/Covenant.
- Coordination/project review:
 - Working with the Bicycle Advisory Committee coordinate with Parks and Recreation and Public Works on transportation, watershed planning, and parks planning efforts.

Objectives continued

- Support a healthy economic base by:
 - Coordinating implementation of the Whatcom County Community Economic Development Strategy (CEDS).
 - Ensuring that Whatcom County has an adequate land supply to encourage appropriate economic development.
 - Promoting the economic health of natural resource based industries in the county.
 - Supporting rural based business needs
 - Promoting sub area planning and local decision making efforts.
 - Promoting conservation of the areas natural resources including shorelines and critical areas.
- Preserve and enhance unincorporated county neighborhoods and housing choices by:
 - Working with the Lummi Island Community to address growth and housing affordability issues.
 - Working with the Columbia Valley neighborhood to ensure safety and health codes are being followed.
 - Beginning to coordinate more closely with rural housing providers in rural sub area planning districts of the county including: the Foothills; Birch Bay; Point Roberts; Lummi Island.
- Seek creative solutions to regional planning problems/opportunities by:
 - Participating on the Council of Government's Regional Transportation Planning Organization.
 - Continuing to coordinate with Whatcom County's cities.

- Participating in Regional Economic Development summits and solutions.
- Prepare and administer fiscally responsible budgets by:
 - Seeking to augment the existing budget through grants.
 - Developing and testing new county programs on a small/pilot project scale.
 - Improving the coordination efforts between federal, state, and Whatcom County agencies to deliver services to the community.
 - Accurately evaluating community-wide trends through the assessment of census data, economic data/analyses, building permit data, and other relevant information as it becomes available.

Building Services

- Provide required services (including enforcement and plan checks) with courtesy, compassion and professionalism.
- Maintain high level of customer service by:
 - Monitoring counter and phone reception for customer service and cash receipting procedures.
 - Monitoring and tracking permits and providing backup of plan check during times of heavy workloads.
- Develop written policies and procedures for the functions of the Building Services Division, including plan check, front counter, inspections, phone reception, and fire reviews.
- Provide accurate and timely service to the public using available resources.
- Maintain residential plan review turnaround at 4 weeks or under.

Objectives continued

- Maintain building inspection appointments with 24 hour notice.
- Process small commercial plans within 8 weeks or less of submittal.
- Process large commercial plans within 12 weeks of submittal.
- Continue joint arson investigation program with Sheriff's Office. Seek financial or in-kind support from Sheriff's Office for increase in duties.
- Develop interagency partnerships for benefit of community and state (i.e., DNR & Emergency Response Team; State Arson Board).

Land Use

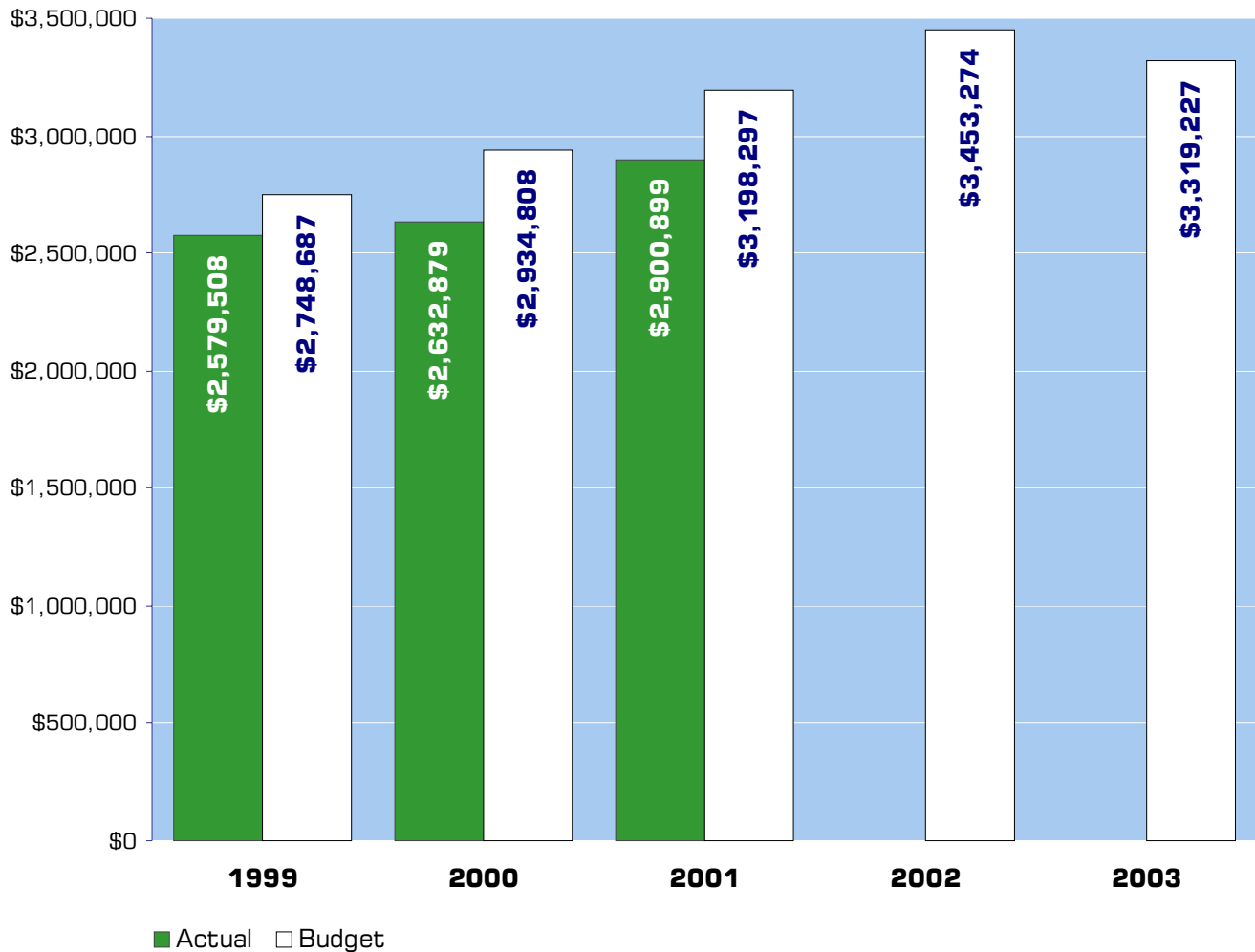
- Continue to design and produce informational brochures for the public. The brochures will explain the basic services and reviews offered by the Land Use Division.
- Implement the reorganization of the Land Use Division to better coordinate the natural resource functions.
- Establish benchmarks for lower priority permit reviews.
- Increase training opportunities for all levels of staff to better serve the public.
- Continue and enhance outreach to the community in education of the evolving regulations. Assist the Planning Division identifying code amendments to meet the objectives of the Comprehensive Plan.
- Adopt a comprehensive compliance ordinance to ensure consistent and effective

enforcement of land use and natural resource regulations.

Planning

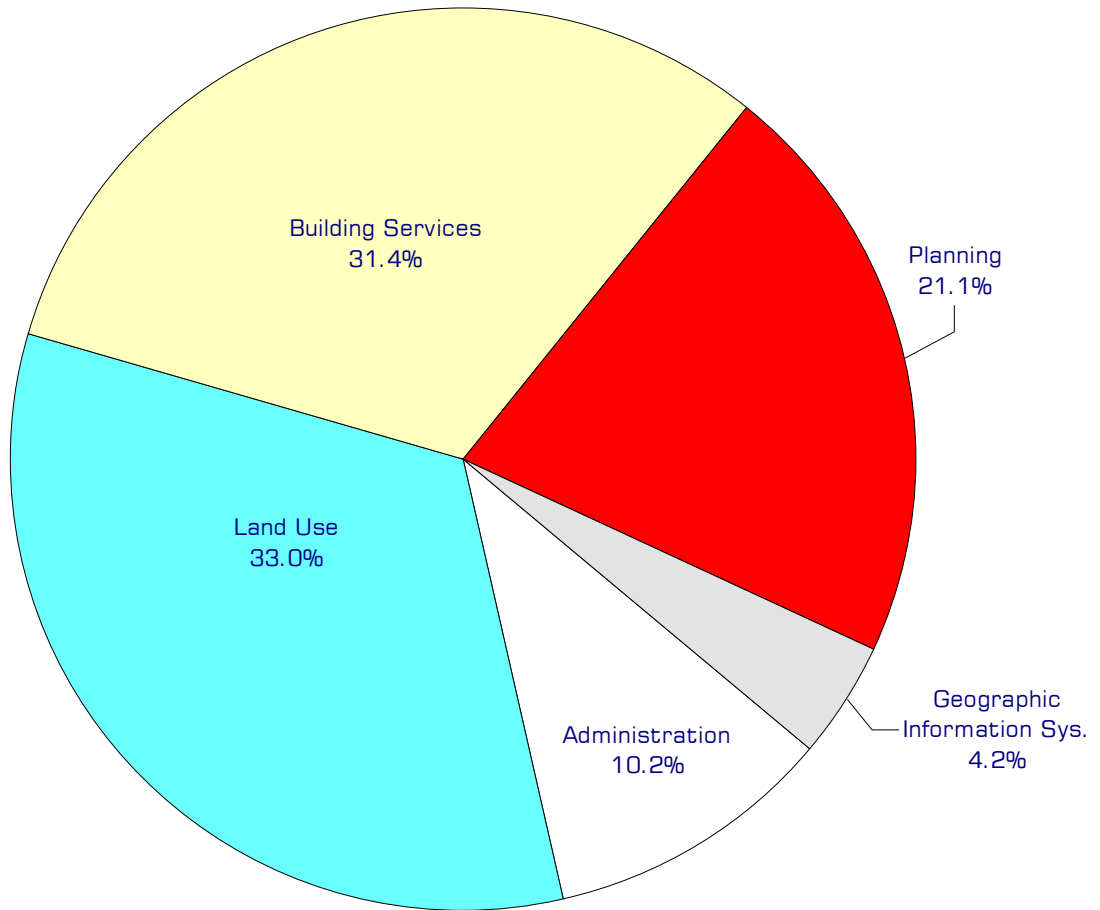
- Comply with the Growth Management Act.
- Complete the mandated seven year update of the Whatcom County Comprehensive Plan.
- Coordinate Capital Facilities planning.
- Perform mandated current planning functions including review of rezones, open space, annexation requests, zoning text amendments, Comprehensive Plan amendments, forest practice applications, and public information on land use questions.
- Enhance GIS resources to increase interdepartmental communication and promote GIS services with other jurisdictions, the development community and with citizens.
- Complete the update of two sub area plans.
- Work with the community groups and advisory boards to implement high priority action items in the Whatcom County Comprehensive Plan.

Expenditure Trends



NOTE: Capital expenditures and residual equity transfers are not shown to more accurately reflect ongoing operational costs.

2003 Budget by Program



NOTE: Capital expenditures and residual equity transfers are not shown to more accurately reflect ongoing operational costs.

Program Summary

Actual 1999	Actual 2000	Actual 2001	Budget 2002	Budget 2003	\$ Change 2002 to 2003	% Change 2002 to 2003
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OPERATIONS

General Fund

800 Planning & Develop. Admin	258,193	249,719	256,067	275,173	339,186	64,013	23.26%
820 Land Use Services	879,720	952,585	967,059	1,055,196	1,096,579	41,383	3.92%
830 Building Services	760,178	808,872	914,686	1,006,521	1,042,408	35,887	3.57%
2500 Planning	557,717	498,270	559,638	670,331	701,092	30,761	4.59%
2510 GIS	107,914	123,433	122,689	133,870	139,962	6,092	4.55%
2540 GMA Grant	13,512	-	-	-	-	-	0.00%
2542 CTED/HUD	2,274	-	-	-	-	-	0.00%
2561 GMA Update Grant	-	-	-	83,879	-	(83,879)	-100.00%
2563 WCOG Interlocal	-	-	10,000	-	-	-	0.00%
2565 CZM Grant	-	-	13,500	-	-	-	0.00%
2567 Birch Bay Community	-	-	57,260	38,104	-	(38,104)	-100.00%
2569 EDA Grant - Economic Devel	-	-	-	160,200	-	(160,200)	-100.00%
2570 Purchase Develop Rights	-	-	-	30,000	-	(30,000)	-100.00%
Total Planning & Develop Operations	2,579,508	2,632,879	2,900,899	3,453,274	3,319,227	(134,047)	-3.88%

CAPITAL

General Fund

800 Planning & Develop. Admin	-	-	14,104	-	-	-	0.00%
820 Land Use Services	-	1,592	-	-	-	-	0.00%
830 Building Services	-	1,592	-	-	-	-	0.00%
2500 Planning	-	-	-	-	6,000	6,000	0.00%
2510 GIS	-	-	6,196	-	-	-	0.00%
2561 GMA Update Grant	-	-	-	2,371	-	(2,371)	-100.00%
2565 CZM Grant	-	-	3,000	-	-	-	0.00%
2569 EDA Grant - Economic Devel	-	-	-	3,800	-	(3,800)	-100.00%
Total Planning & Develop. Capital	-	3,184	23,300	6,171	6,000	(171)	-2.77%

TRANSFERS

General Fund

800 Planning & Develop. Admin	600	-	1,605	-	48,400	48,400	0.00%
820 Land Use Services	15,500	-	8,992	-	-	-	0.00%
830 Building Services	500	-	8,452	-	-	-	0.00%
2500 Planning	-	-	4,291	-	-	-	0.00%
2510 GIS	-	-	1,158	-	-	-	0.00%
Total Planning & Develop. Transfers	16,600	-	24,498	-	48,400	48,400	0.00%

TOTAL PLAN & DEVELOPMENT	2,596,108	2,636,063	2,948,697	3,459,445	3,373,627	(85,818)	-2.48%
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2003 Funding Sources

Land Use Permits	377,000
Plan Check Fees	647,824
Building Permits	1,197,419
Other Fees	492,760
General Fund	457,005
Oper Trans In-Public Works Fund	83,424
Oper Trans In-Conservation Futures Fund	30,245
Miscellaneous Revenues	33,550
Total Funding	3,319,227

Land Use Permits

Fees collected for long and short plats and for the various land-use permits: conditional use, variance, major development, rezone, SEPA fees and exemptions from subdivision rules and lot line adjustments.

Plan Check Fees

Fees collected for the review of construction plans.

Building Permits

The department receives revenue from a variety of building related permits. The authority for the collection of these fees is based upon the Uniform Building Code and related codes and county ordinance.

Other Fees

Planning and Development Services collects fees for annexation reviews, reviews for compliance with the Critical Area Ordinance, land clearing permits and surface mining fees.

General Fund

Undedicated General Fund resources.

Miscellaneous Revenue

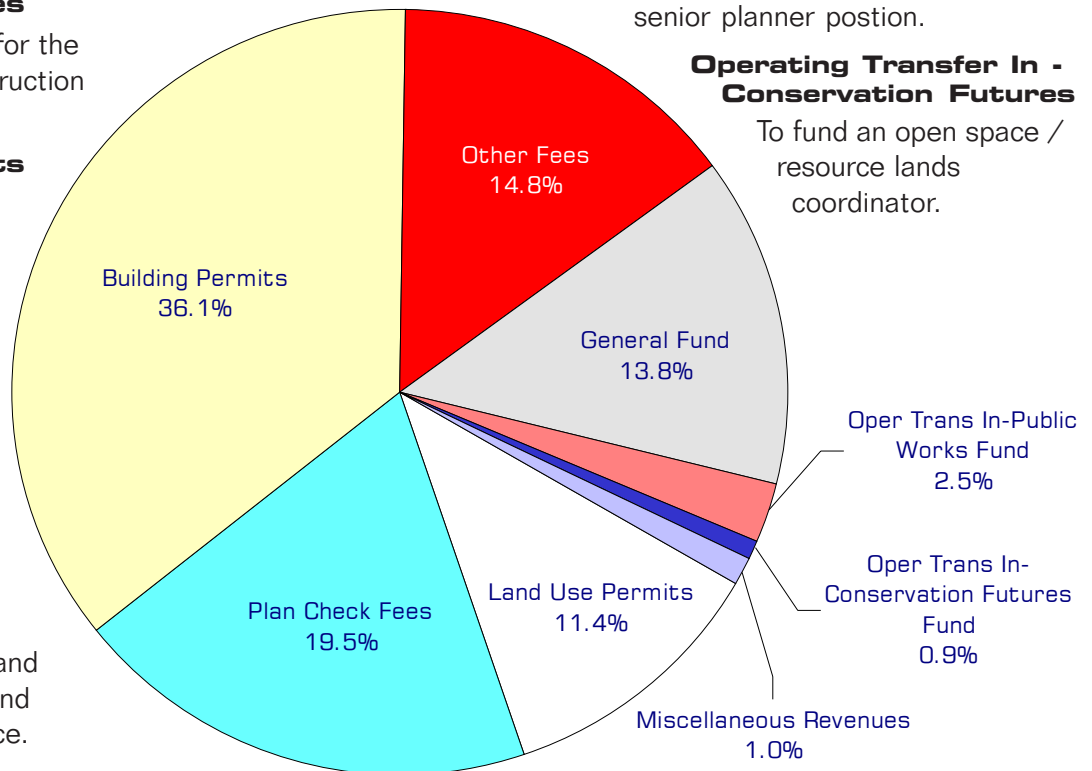
The department receives small amounts of revenue from various sources such as the sale of publications, printing and duplicating charges and civil fines.

Operating Transfer In - Public Works

To provide funding for permit plan software upgrade & licensing, and to fund a senior planner position.

Operating Transfer In - Conservation Futures

To fund an open space / resource lands coordinator.



Performance / Activity Measures

	Actual 1999	Actual 2000	Actual 2001	Projected 2002	Projected 2003
Building Inspections	-	12,000	12,000	12,000	12,000
Building Permit Routing	1,404	1,800	2,306	1,805	2,300
Burn Permits	182	200	250	275	300
Clearing Grading Review	2,252	2,700	2,100	2,000	2,100
Clearing Permits	85	90	135	130	130
Compliance Cases	460	880	416	400	400
Compliance Inquiries	2,626	2,700	2,650	2,700	2,700
Comprehensive Plan Revisions	15	6	11	29	15
Critical Area Review	2,800	2,600	2,915	2,900	2,915
Critical Area Mitigation Plan	10	58	79	100	110
Conversion Option Harvest Plans	16	16	16	16	16
Fire Plan Review	150	176	200	180	400
Fire Safety Inspections	150	170	200	200	446
Forest Practice Application Tracking	211	191	135	135	200
GIS Maps/Data	1,000	1,250	1,500	875	1,800
Lake Whatcom Inspections	-	126	150	130	250
Mechanical Permits	900	950	700	600	528
Mobile Home Permits	236	250	300	270	190
Open Space Applications	40	40	40	20	20
Plan Review	1,250	1,292	1,300	1,300	1,594
Plan Revisions	-	128	130	130	148
SEPA Cases	211	280	240	280	280
Shoreline Permits	139	140	182	220	200
Short Plat	75	90	46	25	25
Subarea Plan Updates	-	1	2	1	2
Subdivision Exemption	495	430	450	450	450
Subdivision Exemption General Inquiries	-	-	500	550	600
Subdivision Long Plat/Binding Site Plans	12	15	13	8	10
Surface Mining	82	92	86	88	88
Zoning Permits	125	72	97	85	82
Zoning / Comp. Plan Interpretations	250	300	300	150	300
Zoning Inquiries	1,700	2,000	2,000	2,200	2,500
Zoning Map/Text Amendments	25	20	20	11	25
Zoning Non-Conforming Use Reviews	32	40	24	20	20

Expenditures Summary

	Actual 1999	Actual 2000	Actual 2001	Budget 2002	Budget 2003	\$ Change 2002 to 2003	% Change 2002 to 2003
GENERAL FUND							
800 Administration							
Salaries & Wages	117,470	116,255	113,108	117,480	121,906	4,426	3.77%
Benefits	26,664	25,121	26,704	25,852	27,518	1,666	6.44%
Supplies	2,296	1,911	1,033	1,950	1,950	-	0.00%
Other Services & Charges	111,763	106,432	115,222	129,891	187,812	57,921	44.59%
Capital Outlay	-	-	14,104	-	-	-	0.00%
Operating Transfer	600	-	1,605	-	48,400	48,400	0.00%
<i>Total Administration</i>	<i>258,793</i>	<i>249,719</i>	<i>271,776</i>	<i>275,173</i>	<i>387,586</i>	<i>112,413</i>	<i>40.85%</i>
820 Land Use							
Salaries & Wages	587,394	648,162	640,662	702,947	725,468	22,521	3.20%
Benefits	167,787	168,106	174,407	189,013	206,755	17,742	9.39%
Supplies	15,846	10,316	14,085	12,080	12,284	204	1.69%
Other Services & Charges	108,693	126,001	137,905	151,156	152,072	916	0.61%
Capital Outlay	-	1,592	-	-	-	-	0.00%
Operating Transfer	500	-	8,992	-	-	-	0.00%
Residual Equity Transfer Out	15,000	-	-	-	-	-	0.00%
<i>Total Land Use</i>	<i>895,220</i>	<i>954,177</i>	<i>976,051</i>	<i>1,055,196</i>	<i>1,096,579</i>	<i>41,383</i>	<i>3.92%</i>
830 Building Services							
Salaries & Wages	532,330	550,747	627,972	687,544	703,689	16,145	2.35%
Benefits	148,376	147,802	171,328	186,180	203,312	17,132	9.20%
Supplies	11,150	11,962	13,936	18,350	14,136	(4,214)	-22.96%
Other Services & Charges	68,322	98,361	101,450	114,447	115,671	1,224	1.07%
Intergov Services & Charge	-	-	-	-	5,600	5,600	0.00%
Capital Outlay	-	1,592	-	-	-	-	0.00%
Operating Transfer	500	-	8,452	-	-	-	0.00%
<i>Total Building Services</i>	<i>760,678</i>	<i>810,464</i>	<i>923,138</i>	<i>1,006,521</i>	<i>1,042,408</i>	<i>35,887</i>	<i>3.57%</i>
2500 Planning							
Salaries & Wages	337,731	311,865	341,601	364,037	460,892	96,855	26.61%
Benefits	89,074	77,328	89,115	94,082	108,184	14,102	14.99%
Supplies	13,710	14,357	19,953	20,512	27,750	7,238	35.29%
Other Services & Charges	117,202	94,720	108,969	191,700	104,266	(87,434)	-45.61%
Capital Outlay	-	-	-	-	6,000	6,000	0.00%
Operating Transfer	-	-	4,291	-	-	-	0.00%
<i>Total Planning</i>	<i>557,717</i>	<i>498,270</i>	<i>563,929</i>	<i>670,331</i>	<i>707,092</i>	<i>36,761</i>	<i>5.48%</i>

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Expenditures Summary continued

	Actual 1999	Actual 2000	Actual 2001	Budget 2002	Budget 2003	\$ Change 2002 to 2003	% Change 2002 to 2003
2510 GIS							
Salaries & Wages	74,072	85,187	85,380	93,746	94,950	1,204	1.28%
Benefits	19,873	20,746	22,393	23,024	24,912	1,888	8.20%
Supplies	7,216	5,911	4,819	5,600	4,100	(1,500)	-26.79%
Other Services & Charges	6,753	11,589	10,097	11,500	16,000	4,500	39.13%
Capital Outlay	-	-	6,196	-	-	-	0.00%
Operating Transfer	-	-	1,158	-	-	-	0.00%
<i>Total GIS</i>	107,914	123,433	130,043	133,870	139,962	6,092	4.55%
2540 GMA Grant							
Other Services & Charges	13,512	-	-	-	-	-	0.00%
<i>Total GMA Grant</i>	13,512	-	-	-	-	-	0.00%
2542 CTED/ HUD							
Other Services & Charges	2,274	-	-	-	-	-	0.00%
<i>Total CTED/ HUD</i>	2,274	-	-	-	-	-	0.00%
2561 GMA Update Grant							
Other Services & Charges	-	-	-	83,879	-	(83,879)	-100.00%
Capital Outlay	-	-	-	2,371	-	(2,371)	-100.00%
<i>Total GMA Update Grant</i>	-	-	-	86,250	-	(86,250)	-100.00%
2563 WCOG Interlocal							
Salaries & Wages	-	-	9,000	-	-	-	0.00%
Supplies	-	-	1,000	-	-	-	0.00%
<i>Total WCOG Interlocal</i>	-	-	10,000	-	-	-	0.00%
2565 CZM Grant							
Salaries & Wages	-	-	11,500	-	-	-	0.00%
Supplies	-	-	2,000	-	-	-	0.00%
Capital Outlay	-	-	3,000	-	-	-	0.00%
<i>Total CZM Grant</i>	-	-	16,500	-	-	-	0.00%
2567 Birch Bay Community							
Supplies	-	-	1,500	-	-	-	0.00%
Other Services & Charges	-	-	55,760	38,104	-	(38,104)	-100.00%
<i>Total Birch Bay Community</i>	-	-	57,260	38,104	-	(38,104)	-100.00%
2569 EDA Grant - Economic Development							
Salaries & Wages	-	-	-	14,500	-	(14,500)	-100.00%
Benefits	-	-	-	7,500	-	(7,500)	-100.00%
Supplies	-	-	-	200	-	(200)	-100.00%
Other Services & Charges	-	-	-	138,000	-	(138,000)	-100.00%
Capital Outlay	-	-	-	3,800	-	(3,800)	-100.00%
<i>Total EDA Grant-Economic Devel</i>	-	-	-	164,000	-	(164,000)	-100.00%
2570 Purchase Develop Rights							
Other Services & Charges	-	-	-	30,000	-	(30,000)	-100.00%
<i>Total Purchase Develop Rights</i>	-	-	-	30,000	-	(30,000)	-100.00%
TOTAL PLAN & DEVELOP SVCS	2,596,108	2,636,063	2,948,697	3,459,445	3,373,627	(85,818)	-2.48%